

## Message Text

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ORIGIN SS-10

INFO OCT-01 ISO-00 /011 R

66614

DRAFTED BY: S/S:PEBARBIAN

APPROVED BY: S/S-MR R WOODS

S-MR GOMPERT

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O 091832Z FEB 75

FM SECSTATE WASHDC

TO AMEMBASSY BERN IMMEDIATE

AMCONSUL ZURICH IMMEDIATE

INFO USMISSION GENEVA IMMEDIATE IMMEDIATE

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STADIS////////////////////////////////////

EXDIS

FOLLOWING REPEAT STATE 23896 ACTION PARIS DTD 05 FEB

QTE

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STADIS

EXDIS

FOLLOWING REPEAT STATE 023896 SENT JIDDA DATED FEB 3.

QUOTE

EXDIS

FOLLOWING REPEAT STATE 023896 ACTION DAMASCUS DATED 1 FEB 75

QUOTE

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STADIS  
EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARIAT (S/S) REQUIREMENTS

EXDIS/STADIS CAPTION MAY BE DROPPED UPON PUBLIC ANNOUNCE-  
MENT OF THE SECRETARY'S VISIT.

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL  
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS  
THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC  
(REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL).  
OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARA-  
TION OF BRIEFING MATERIALS FOR THE SECRETARY AND  
COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO  
PAUL BARBIAN AND SECRETARY JANET BUECHEL WILL ARRIVE  
ABOARD THE SECRETARY'S AIRCRAFT.

2. S/S SHOULD BE ASSISTED FULL TIME BY A LIAISON  
OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER WHO  
SHOULD MEET S/S TEAM UPON ARRIVAL. A FILE OF ALL  
MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP  
SHOULD BE AVAILABLE. THIS IS MOST EASILY DONE BY  
ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR  
S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE  
TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT  
SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS  
SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS  
THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL,  
THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:  
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1. TIME AND LOCATION OF PROPOSED MEETINGS AND  
OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON  
BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE  
FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S AT TWO-HOUR INTERVALS. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE SECRETARIAT OFFICER IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF USIS WIRELESS FILE SHOULD ALSO BE MADE AVAILABLE TO S/S.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. KISSINGER UNQUOTE KISSINGER UNQTE KISSINGER

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## Message Attributes

**Automatic Decaptioning:** Z  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 09 FEB 1975  
**Decaption Date:** 28 MAY 2004  
**Decaption Note:** 25 YEAR REVIEW  
**Disposition Action:** RELEASED  
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**Disposition Authority:** MorefiRH  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
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**Disposition Reason:**  
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**Enclosure:** n/a  
**Executive Order:** N/A  
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**Original Previous Classification:** n/a  
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**Previous Handling Restrictions:** STADIS  
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**Review Action:** RELEASED, APPROVED  
**Review Authority:** MorefiRH  
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**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
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**Subject:** n/a  
**TAGS:** OVIP, (KISSINGER, HENRY A.)  
**To:** BERN ZURICH GENEVA  
**Type:** TE  
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